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NMCRCWASHDCNOTE

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NAVMARCORESCEN WASHINGTON DC NOTICE 4080

Subj: UNIT READINESS/MOBILIZATION SUPPORT AND ASSIST (URMSA) PROGRAM

Ref: (a) COMNAVRESFORINST 3060.5

(b) OPNAVINST S3060.1C (Navy Capabilities and Mobilization

Plan)

(c) BUPERSINST 1001.39C (Administrative Procedures for Naval Reservists on Inactive Duty)

Encl: (1) URMSA Program Schedule

(2) NMCRCWASHDC URMSA Program Mobilization Checklist

(3) Unit URMSA Program Mobilization Checklist

1. **Scope**. The NMCRCWASHDC Unit Readiness/Mobilization Support and Assist (URMSA) Program supports references (a) through (c). The URMSA Program is intended to assist Naval Reserve units assigned to NMCRCWASHDC improve mobilization readiness by providing PERSMOBTEAM and NMCRCWASHDC staff resources to conduct administrative reviews of certain unit files. Unit COs and OICs will review the remaining unit files and assist units in curing any identified deficiencies.

2. **Background**. Commander, Naval Reserve Force (COMNAVRESFOR) at the direction of the Chief of Naval Operations (CNO), is responsible for managing the Selected Reserve and implementing procedures for the mobilization of the Naval Reserve Force. Naval and Marine Corps Reserve Center, Washington DC, in compliance with COMNAVRESFORINST 3060.5, has developed a review program to address all administrative and mobilization issues, ensuring units are fully mission and mobilization ready.

3. **Purpose**. The purpose of the URMSA program is two-fold:

a. Conduct an in-depth review of each unit to determine

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which areas we need to improve upon in the services and support the Reserve Center provides to each of our units.

b. Conduct in-depth review of the Mobilization Checklist per Enclosure (1) to assist units in preparing for an annual Mobilization Exercise (MOBEX). Many of the functional areas outlined in the URMSA program exceed the requirements of the mobilization checklist.

4. **Implementation.** Enclosures (2) and (3) are mobilization checklists. Personnel Mobilization Team (PERSMOBTM) 906, with the support of NMCRCWASHDC staff will review the unit service records and information identified in enclosure (2). Unit COs and OICs are responsible for reviewing the unit mobilization folders and checklist identified in enclosure (3). Unit COs and OICs will provide via email to PNC Foster at least seven (7) days prior to the unit's scheduled PERSMOBTM review, a unit status of enclosure (3) for each member. Please provide for each member a complete or incomplete status with annotation on time of completion.

5. **Point of Contact.** The URMSA program point of contact is the NMCRCWASHDC Mobilization Officer, Captain Robert J. Eatinger, Jr., JAGC, USNR; phone numbers (703) 874-3118 (W), (703) 281-5310 (H), (703) 874-3208 (fax); email: cogcld@hotmail.com. The NMCRCWASHDC point of contact is PNC Foster phone number (202) 433-2808; email: fosterp@cnrf.nola.navy.mil.

6. **Action.** The review outlined in enclosure (2) will be conducted at NMCRCWASHDC on both the Bravo and Charlie weekends, pursuant to the schedule set forth in enclosure (1). This will ensure that all units are reviewed prior to a MOBEX at the beginning of the new fiscal year. We do not require unit members to be present for the review. This is not an inspection of your unit readiness, but an opportunity for us to highlight the areas of concern with respect to mobilization and target those areas for correction.

Upon completion of the enclosure (2) review, NMCRCWASHDC staff will share the results with your designated representative. We are looking to target areas that impact mobilization readiness. In the interim, unit COs and OICs should personally take a hard look at your respective unit mobilization folders and mobilization checklist, enclosure (3). Some of the items in the mobilization checklist are required to be in the service record while some are optional.

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Therefore, I ask that you pay particular attention to these items and report unit status with regards to checklist compliance or completion to Chief Foster via E-mail (fosterp@cnrf.nola.navy.mil) prior to your unit's review. If there are any hard spots; such as medical or dental readiness or personal or legal issues; such as wills, be proactive, identify the areas of concern and advise the Mobilization Officer or NMCRCWASHDC mobilization staff member. We will provide support to correct the deficiencies.

The Unit Readiness/Mobilization Support and Assist program will culminate in a MOBEX. NMCRCWASHDC staff, along with the PERSMOBTM, stand ready to provide whatever additional resources and assistance necessary to ensure each unit is 100% mobilization ready and trained to support your Gaining Command's mission.

KEITH F. AMACKER

Distribution: (NMCRCWASHDCINST 5216.1E)
List A, C